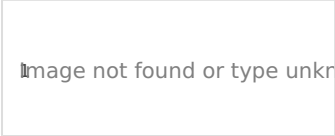
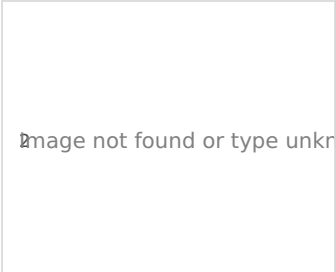
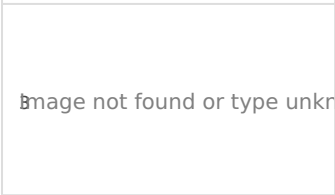
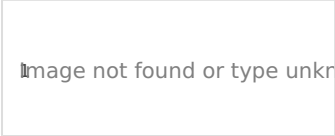
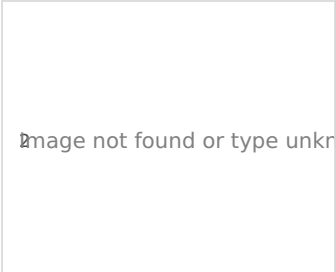
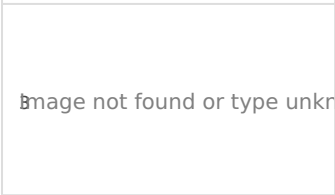
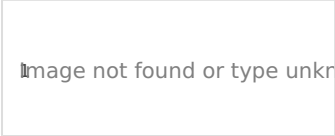
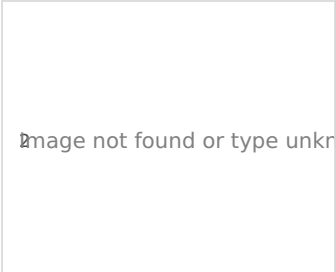
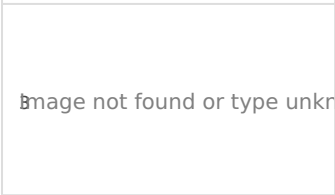


# Switching to Docs from Microsoft Word

In Word...	In Docs...
<p>Share your document using Microsoft® SharePoint® or OneDrive®</p>	<p>Share your document from Docs</p> <div><ol style="list-style-type: none"><li>1. From a document, click <b>Share</b>.</li><li>2. Under People, enter the email address of the person or group you want to share with.</li><li>3. Click <b>Edit</b> and choose the access level.</li><li>4. Click <b>Send</b>.</li></ol></div> <p>For more details, see <a href="#">Get started with Docs</a>.</p> <p>Share your document with Word users</p> <div><ol style="list-style-type: none"><li>1. From a document, click <b>File &gt; Email as attachment</b>.</li><li>2. Under Attach as, choose the format (Word, PDF, etc.).</li><li>3. Enter the email address, subject, and message.</li><li>4. Click <b>Send</b>.</li></ol></div> <p>For more details, see <a href="#">Work with Microsoft Office files</a>.</p>

In Word...	In Docs...
<p>Collaborate in real-time in Word Online</p>	<p>Collaborate in real-time in Docs</p> <p>When you share a document, depending on their access, collaborators can edit documents, add comments, and assign tasks.</p> <ul style="list-style-type: none"><li>• To track changes, at the top right, click the <b>Down arrow</b> <b>Down arrow</b> <b>Down arrow</b>. From the menu, set the mode to <b>Suggesting</b>.</li><li>• To add and assign a comment:</li></ul> <div><ol style="list-style-type: none"><li>1. Select the text you want to comment on.</li><li>2. Click Add comment <b>Add comment</b> <b>Add comment</b> or type unknown</li><li>3. To assign a comment to someone, enter + and the person's email.</li><li>4. Enter your comment, then click <b>Comment</b>.</li></ol></div>

In Word...	In Docs...
	<p data-bbox="813 168 1157 197">Access version history in Docs</p> <div data-bbox="893 203 1406 2240"><p data-bbox="989 241 1503 271">1. Select <b>File</b> and then <b>Version history</b> and the <b>See version history</b>.</p><p data-bbox="989 380 1308 474">2. Click a time stamp to see a previous version of the file.</p><p data-bbox="989 483 1295 544">3. (Optional) Do any of the following:</p><ul data-bbox="1209 591 1252 2228" style="list-style-type: none"><li data-bbox="1209 591 1252 2228">• To make a previous version of the document the current document, click the version you want to make the current document.</li></ul></div>

In Word...	In Docs...						
	<div>Make suggestions and comments</div> <div>Make suggestions in a document</div> <table><tr><td></td><td>In the top corner, make sure you're in <b>Suggesting</b> mode, which may also appear as <b>Suggest</b>.</td></tr><tr><td></td><td>To suggest an edit, simply begin typing where you think the edit should be made in the document. Your suggestions appear in a new color, and text you mark to delete or replace is crossed out (but not actually deleted until the document owner approves the suggestion).</td></tr><tr><td></td><td>The document's owner will receive an email with your suggestions. When they click any suggestion, they can <b>Accept</b> the mark, or <b>Reject</b> the mark, or <b>Ignore</b> it.</td></tr></table> <div>Suggest edits</div> <div>Add and assign comments in a document</div> <div><div><div>1. In Docs, Sheets, or Slides, select the text you'd like to comment on.</div><div>2. Click Add comment</div><div>3. Enter your comment in the box.</div><div>4. (Optional) To direct your task or comment to a specific person, enter a plus sign (+) followed by their email address. You can add as many people as you want. Each person will get an email with your comment and a link to the file.</div><div>5. (Optional) To assign the comment to a specific person, check the <b>Assign to</b> box.</div><div>6. Click <b>Comment</b> or <b>Assign</b>.</div></div></div>		In the top corner, make sure you're in <b>Suggesting</b> mode, which may also appear as <b>Suggest</b> .		To suggest an edit, simply begin typing where you think the edit should be made in the document. Your suggestions appear in a new color, and text you mark to delete or replace is crossed out (but not actually deleted until the document owner approves the suggestion).		The document's owner will receive an email with your suggestions. When they click any suggestion, they can <b>Accept</b> the mark, or <b>Reject</b> the mark, or <b>Ignore</b> it.
	In the top corner, make sure you're in <b>Suggesting</b> mode, which may also appear as <b>Suggest</b> .						
	To suggest an edit, simply begin typing where you think the edit should be made in the document. Your suggestions appear in a new color, and text you mark to delete or replace is crossed out (but not actually deleted until the document owner approves the suggestion).						
	The document's owner will receive an email with your suggestions. When they click any suggestion, they can <b>Accept</b> the mark, or <b>Reject</b> the mark, or <b>Ignore</b> it.						
Track changes in a document							

In Word...	In Docs...
<p>Open a Word document</p>	<p>Open a Word document</p> <div data-bbox="895 206 1406 508"> <ol style="list-style-type: none"> <li>1. In <b>Drive</b>, double-click a Word file. A preview of your file opens.</li> <li>2. At the top, click <b>Open with Google Docs</b>.</li> </ol> </div> <p>Any changes you make are saved to the original Microsoft Office file.</p> <p>For more details, see <a href="#">Work with Microsoft Office files</a>.</p>
<p>Access a document offline in OneDrive</p>	<p>Access a document offline in Drive</p> <div data-bbox="895 754 1406 1384"> <ol style="list-style-type: none"> <li>1. Install the <a href="#">Google Docs Offline</a> extension.</li> <li>2. In <b>Drive</b>, click <b>Settings</b> and then <b>Settings</b>.</li> <li>3. In the <b>Offline</b> section, check the <b>Create, open and edit your recent Google Docs, Sheets, and Slides files on this device while offline</b> box.</li> <li>4. Click <b>Done</b>.</li> <li>5. Right-click a file and turn on <b>Available offline</b>.</li> </ol> </div> <p>To learn how to access files offline from your desktop or mobile, see <a href="#">Access stored Drive files without the internet</a>.</p>
<p>Save a document automatically in SharePoint or OneDrive or turn on AutoRecover</p>	<p>Save a document automatically in Drive</p> <p>Your document saves automatically in Drive as you work, so you don't need to click <b>Save</b>.</p>
<p>Insert pictures in your document</p>	<p>Add images to your document</p> <p>You can drag and drop images from your computer into your document. Or, click <b>Insert</b> and then <b>Image</b> and choose an image from Google Drive, Google Photos, the web, and more.</p> <p>For more details, see <a href="#">Add and edit images</a>.</p>

In Word...	In Docs...
<p>Add an Excel chart to your document</p>	<p>Add a Sheets chart to your document</p> <div><ol style="list-style-type: none"><li>1. In <b>Sheets</b>, select the chart you want to copy.</li><li>2. At the top right, click <b>More</b> and then <b>Copy chart</b>.</li><li>3. In <b>Docs</b>, right-click and then <b>Paste</b>.</li><li>4. Click Paste.</li></ol></div> <p>For more details, see <a href="#">Insert and edit charts</a>.</p>

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